



Vendor Self Service User Guide

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1 VENDOR SELF SERVICE

The City of Fort Smith has partnered with Tyler Technologies to provide our vendors with access to information related to their vendor accounts. Vendor Self Service (VSS) provides vendors with web-based access to information stored in the City of Fort Smith's Munis® database. The information is drawn from multiple Munis® products within the City's financial system, including Accounts Payable, Purchasing, Contract Management, and Bid Management. This guide is intended as a resource to aid City vendors in the VSS registration process.

Using VSS, vendors can enter and maintain their contact and remittance information, discount and payment terms, designated contact persons, and enter a list of commodity codes that represent the goods and services the vendor can provide.

A listing of the vendor's current and prior 1099 data, purchase orders, invoices, contracts, and checks is available in VSS for inquiry purposes.

VSS allows vendors to search for and view bid request information, and then use that information to submit a bid offer or quote. The submission process creates bid records in the City's bid management program where it can be examined and evaluated by the City's bid management personnel.

1.1.1 Vendor Self Service Users

Vendor Self Service requires vendors who are existing vendors with the City to register using the VSS website to gain access to their information. To successfully link your VSS record to the City's internal database, you will need to enter the credentials provided on the front of this packet in step one (1) of the registration process.

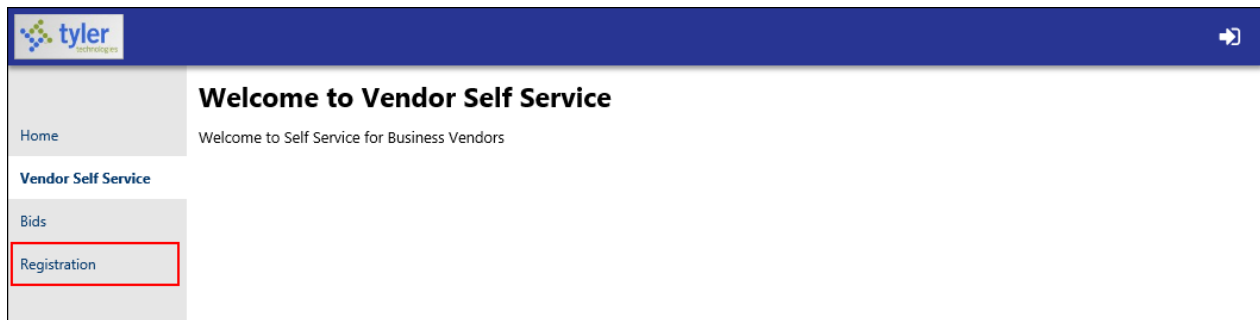
Potential vendors who do not exist in the City's database can complete the registration process. Until the vendor has been approved by the appropriate City personnel, the vendor will have authorized limited access to the Vendor Self-Service portal.

2 VENDOR REGISTRATION

Prospective vendors who do not exist in your Munis database, as well as existing vendors who have already been entered in the Vendors program in Munis, must register to gain access to Vendor Self Service.

Vendors of either type register by clicking **Registration** on the [VSS home page](#).

<https://selfservice.fortsmithar.gov/MSS/Vendors>



Registration is a multistep process. Vendor Self Service displays the number of steps in the process, with the current step displayed in bold type. Vendor Self Service does not save any information entered in the fields on any page until the registration is complete. If a vendor leaves the registration process before completing each of the steps, all of the information entered is discarded and they must start again.

STEP 1: The first step in the process defines the vendor's user ID and password information as well as the initial company contact.

The fields in step one should be completed following the guideline within the table below.

Field	Description
User ID	Defines the vendor's VSS login name. Each user ID must be unique and cannot be greater than 40 characters in length.
Password	Indicates the vendor's login password. The vendor must enter and then retype a login password in the boxes. VSS requires entry of a minimum of twelve characters for the password and a maximum of 15 characters.
Password Hint	Contains a hint used to assist the vendor in remembering their password. The hint cannot be the same as the vendor's password. VSS sends this hint to the vendor in an email message when they click Forgot Password on the login page.
CAPTCHA	Displays a CAPTCHA code (Completely Automated Public Turing Test to Tell Computers and Humans Apart), which is used to protect the VSS database from attack. The vendor must enter the numbers shown in the box.

Vendors who already exist in your organization's Munis database must complete the fields in the Existing Vendors Only section. The values entered in the Vendor ID and the FID/SSN box must match the value from the Munis vendor record exactly.

EXISTING VENDORS ONLY

You must complete the following for initial registration.

Vendor ID


FID/SSN (Enter without dashes)


Continue


When existing Munis vendors complete the Vendor ID and FID/SSN boxes and click **Continue**, VSS verifies the entered information with the vendor record in Munis. If all of the information matches, the vendor is automatically presented with the My Profile page. They do not have to complete the remaining steps of the registration process. Existing Vendors should proceed to Section three (3) for information on the Vendor Homepage and navigation information.

For new vendors, part two of step one will require the entry of user contact information. This should be the person responsible for the organizations VSS page as multiple accounts are not allowed per company.

To complete step one of the registration process, prospective vendors should complete the User Contact Information by following the field help guidelines listed in the table on the next page.




Munis Self Service


Log In

[Home](#)
[Vendor Self Service](#)
[Bids](#)
[Registration](#)

User Contact Information

Contact Person

* Contact Type

* Name

Description

* Phone

Text
 ☐ Opt In

* E-mail

Continue

Field	Description	Required
Contact Type	Available options are General Contact, Accounts Payable, and Purchasing. The user must select one. There will be an opportunity to add more contacts in later steps.	Yes
Name	This is the contact person's first and last name.	Yes
Description	This field is open to the vendor. A best practice for this entry is to use the contact person's job title or job function.	No
Phone	This is the contact person's phone number. A best practice is to use the contact's direct business line. The format to be used for the phone number is XXX-XXX-XXXX.	Yes
Text	This field is optional to allow text messages to be sent to the contact. Regular data rates would apply. If a phone number is entered here, the contact must also check "Opt In."	No
E-mail	Enter a valid e-mail address for the contact in this field.	Yes

Once the vendor has completed the User Contact page and selected **Continue**, the vendor may proceed to step two (2) in the VSS registration.

Step 2: General Vendor Information.

The second step in the new vendor registration process requires the vendor to provide their general business and contact information.

The screenshot shows the 'New Vendor Registration' page in the 'Munis Self Service' portal. The page has a dark blue header with the Tyler Technologies logo on the left and a 'Log In' button on the right. A left sidebar contains navigation links: 'Home', 'Vendor Self Service', 'Bids', and 'Registration'. The main content area is titled 'New Vendor Registration' and includes a success message: 'Your User ID and password have been successfully set. Please continue with the registration process.' Below this is the 'Enter Vendor Registration Information' section, labeled 'Step 2'. The form is divided into two main sections: 'General information' and 'Geographic'. The 'General information' section contains fields for 'Company Name' (with lines 1, 2, 3, and 4), 'Doing business as (if different from above)', 'Foreign Entity' (checkbox), 'Address' (with lines 1, 2, 3, and 4), 'City', 'State (abbreviation)', 'Zip', 'County' (dropdown), 'Country', and 'Fax Number'. The 'Geographic' section contains a 'Select Type...' dropdown, a checkbox for 'Send remittances to the above name and address', 'E-Mail', 'Web site', 'Vendor Type' (dropdown), 'DUNS', and an 'Independent contractor' checkbox.

New Vendor Registration

✓ Your User ID and password have been successfully set. Please continue with the registration process. ⓘ

Enter Vendor Registration Information Step 2

General information

* Company Name

(line 2)

(line 3)

(line 4)

Doing business as (if different from above)

☐ Foreign Entity

* Address

(line 2)

(line 3)

(line 4)

* City

* State (abbreviation)

* Zip

County

Country

Fax Number

Geographic

Select Type... ▼

☐ Send remittances to the above name and address

* E-Mail

Web site

* Vendor Type

Select Type... ▼

DUNS

☐ Independent contractor

Field	Description
Company Name	Contains the vendor's name or business name. (50-Character Limit) Lines 2-4 may be used if required.
Doing Business As	Indicates the vendor's doing business as (DBA) name, if applicable.
Foreign Entity	When selected, indicates that the vendor is a foreign entity.
Address, City, State, ZIP	Define the vendor's main address. The vendor must enter a two-letter state postal abbreviation code in the State box.
Fax Number	Displays the vendor's fax number, if applicable.
Geographic	Indicates the vendor's geographic code as it relates to Article V, Division 2, Section 2-184 of the City Code of Ordinances. If the company qualifies as a Locally Owned Business, then the vendor should make that selection. To be considered a locally owned business the company: <i>(1) Maintains at least one (1) staffed place of business located within the corporate limits of the city;</i> <i>(2) For not less than two (2) successive years immediately before submitting a bid, has paid taxes to the county that benefit the city on either real or personal property used or intended to be used in connection with the firm's business; and</i> <i>(3) Has a valid business registration/license with the city.</i>
Send Remittances to the Above Name and Address	If the vendor selects this check box, Vendor Self Service enters the values from the main address as the default values in the boxes in step three of the registration process.
Email	Contains the vendor's primary email address. It is the address to which all notifications and alerts are sent, such as registration confirmation messages or password hints. Additional email addresses for contact persons are defined later in the registration process.
Web Site	Includes the vendor's website URL.
Vendor Type	Determines the vendor's type. If no vendor type codes exist, vendors cannot complete the registration process. Vendor types available include: Employee, Professional Services, Technology, Fleet and Vehicle, Chemicals, Materials, Office Supplies, Utilities, and Travel. Should your organization not fall in any of these categories, please contact the Accounts Payable department.

The New Vendor Registration page contains a Minority Business Entity (MBE) section that must be completed by minority business enterprise vendors.

The screenshot shows the 'Minority Business Entity (MBE)' section of the 'Munis Self Service' portal. On the left is a navigation menu with links for Home, Vendor Self Service, Bids, and Registration. The main content area has a title 'Minority Business Entity (MBE)' and a checkbox 'Is Minority Business Enterprise' which is currently unchecked. Below this is a section for 'MBE Classifications (select all that apply)' with two options: 'General' (checked) and 'Small Business/Disadvantaged' (unchecked). The 'General' option shows '0 certifications' and a 'manage' link. The Tyler Technologies logo is in the top left corner, and a 'Log In' button is in the top right corner.

A minority business enterprise is typically defined as a business that is at least 51% owned and operated by an ethnic minority. These businesses are typically certified by a city, state, or federal agency.


Field	Description
Minority Business Entity (MBE)	
Is Minority Business Enterprise	Indicates that the vendor is a minority business enterprise
MBE Classification	Define which MBE classifications the vendor possesses. The MBE Classifications section displays the number of certifications of each type that the vendor possesses. Vendors can click Manage for a classification to maintain certifications. See Appendix A—Managing Minority Business Enterprise Certificates for more information.

The next section identifies the vendor tax information.

The screenshot shows the 'Munis Self Service' web application interface. On the left is a navigation menu with links: Home, Vendor Self Service, Bids, and Registration. The main content area is titled 'Enter a Federal Tax ID Number or Social Security Number'. It contains three input fields: a dropdown menu labeled '*FID or SSN' with a checkmark icon, a text input field labeled '*FID/SSN', and another text input field labeled '*Re-type FID/SSN'. A 'Log In' button is visible in the top right corner.

Field	Description
Enter a Federal Tax ID Number or Social Security Number	
FID or SNN	Requires the vendor to select whether to enter a federal tax identification number or a Social Security number, and then enter the value of the selected type. Vendor Self Service automatically completes these fields for existing vendors who entered vendor ID and FID/SSN numbers during step one.
FID/SSN	Enter the Tax ID (XX-XXXXXXX) or SSN (XXX-XX-XXXX). The FID or SSN must be a unique value that is not used by any other vendor profile, unless your organization has selected the Allow Duplicate FIDs/SSNs check box in the Accounts Payable program.
ReType FID/SSN	Enter the Tax ID (XX-XXXXXXX) or SSN (XXX-XX-XXXX). The FID or SSN must match the number entered into the prior field.

The Payment Terms and Bank Information sections define the vendor's business terms and financial transaction information. However, the Bank Information section only appears when your VSS administrator has enabled entry and viewing of bank information.



Munis Self Service

Log In

Home

Vendor Self Service

Bids

Registration

Payment Terms

Discount Percentage

0

Days to Discount

0

Days to Net

0

Your preferred payables delivery method(s).

☒ Mail ☐ E-Mail

Your preferred purchasing delivery method(s).

☒ Mail ☐ E-Mail

Bank Information

Joe Smith
1234 Anystreet Court
Anycity, AA 12345

1234

Pay to the order of _____

_____ Dollars

Bank Anywhere

123456789 123456789123 1234

Routing Number

Account Number

Check Number


Bank Routing Number

Bank Account Number

Bank Account Type

Checking ☒

Continue



10 | Page

Field	Description
Payment Terms	
Discount Percentage	Defines the discount percentage the vendor extends to your organization.
Days to Discount	Contains the number of days within which payment must be received by the vendor in order for your organization to claim the discount percentage.
Days to Net	Indicates the number of days that the vendor allows before requiring net payment.
Your Preferred Payables Delivery Method	Determine the vendor's preferred delivery method for payables.
Your Preferred Purchasing Delivery Method	Determine the vendor's preferred delivery method for purchasing documents.
Bank Information	
Bank Routing Number	Determines routing number of the bank account to which payments made to the vendor should be sent. The program automatically selects the correct bank code based on the entered routing number.
Bank Account Number	Contains the vendor's bank account number.
Bank Account Type	Indicates the type for the entered account: checking or savings.

Step 3: Adding vendor addresses.

Step three of the VSS registration process requires the vendor to enter address information. If the vendor selected the Send Remittances to the Above Name and Address check box during step two, Vendor Self Service automatically enters the first address record. If the check box was not selected, the Addresses table is blank.

The screenshots illustrate the 'New Vendor Registration' process in the Tyler Technologies Vendor Self Service system, specifically the 'Address information' step (Step 3).

Top Screenshot: The 'Addresses' table is empty. A red arrow points to the [add](#) link below the 'Addresses' header.

Bottom Screenshot: The 'Addresses' table contains one record:

Name/DBA	Address	Is Default
Chase Commodities	One Tyler Drive Yarmouth ME 04096 Fax #:	Y

A [change](#) link is visible next to the 'Is Default' value. A **Continue** button is located at the bottom of the form.

The vendor must click **Add** to create a new address record, which displays the Remittance Information page.

Field	Description
Address Type	Determines the type code of the entered address.
Company Name	Defines the name that appears on items sent to this remit address. The name can vary from the vendor name, if necessary.
Address, City, State, ZIP	Provide the remit mailing address.
Fax	Contains the fax number for this remit address.
Email	Defines the email address used for the remit address.
Bank Information	
Bank Routing Number	Determines routing number of the bank account to which payments made to the vendor should be sent. The program automatically selects the correct bank code based on the entered routing number.
Bank Account Number	Contains the vendor's bank account number.
Bank Account Type	Indicates the type for the entered account: checking or savings.

Clicking **Save** after entry of an address record returns the Address Information page, where the new address record has been added to the table.

A vendor can add individual contacts for an address record by clicking **Change**, which displays the Remittance Information page. These contacts are only associated with the address record and are not displayed as part of the general vendor record.

Clicking **Add Contact** on the Remittance Information page displays the Contact Information page, where the vendor can create contact records for the address.

The top screenshot displays the 'New Vendor Registration' page, specifically the 'General Vendor Contacts' section, which is marked as 'Step 4'. It includes a table for 'Address Contacts' with columns for Type, Name, Description, and Email. Below the table are 'Continue' and 'New Contact' buttons.

The bottom screenshot displays the 'New Vendor Registration' page, specifically the 'Contact Person' section, which is also marked as 'Step 4'. It contains a form with the following fields: 'Contact Type' (dropdown menu set to 'GENERAL - General Contacts'), 'Name' (text field with 'Charles Chase'), 'Description' (text field), 'Phone' (text field with '207-555-1212'), 'Text' (text field), 'Fax' (text field), and 'E-Mail' (text field with 'melfring@tylertech.com'). There is an 'Opt In' checkbox next to the 'Text' field. At the bottom are 'Save' and 'Cancel' buttons.

Field	Description
Contact Person	
Contact Type	Determines the contact type code. Contact type codes are defined in Munis using the Contact Types program.
Name	Contains the name of the contact person.
Phone, Fax, Email	Define the contact's phone and fax numbers, as well as the contact's email address. The fax and email information are optional.

Clicking **Save** after completing the contact information returns the vendor to the address record, with the new contact record provided in the Addresses Contacts group.

The vendor must click **Save** on the Remittance Information page to return to the Address Information page, and then click **Continue** to advance to the next sub-step in the registration process.

On this next screen, the vendor clicks **New Contact** to enter a contact person for the general vendor record using the General Vendor Contacts page.

The top screenshot shows the 'New Vendor Registration' page with the 'General Vendor Contacts' section highlighted as 'Step 4'. It displays a table of 'Address Contacts' with one entry for 'Charles Chase'. The bottom screenshot shows the 'New Vendor Registration' page with the 'Contact Person' section highlighted as 'Step 4'. It displays a form for entering contact information, including fields for Contact Type, Name, Description, Phone, Text, Fax, and E-Mail.

This page contains fields that are identical in function to those from step three, but they apply to the vendor record as a whole and not a single remit address. Clicking **Save** after entering the contact information returns the vendor to the General Vendor Contacts page with the new contact record displayed in the Address Contacts group.

The vendor must click **Continue** to advance to the next step of the VSS registration process.

Step 4: Select Commodities

Vendors are able to select commodities their business provides. This will enable City staff to search for vendors offering required products during the bid process. If a commodity is entered, that matches the requested commodity, the vendors will be selected and notified via VSS of an open bid.

The screenshot shows the 'Select Commodities' page in the Munis Self Service system. The page has a dark blue header with the Tyler Technologies logo and 'Munis Self Service' text. A sidebar on the left contains links for Home, Vendor Self Service, Bids, and Registration. The main content area is titled 'Select Commodities' and includes a 'Help' link. A search bar with a 'Search' button is present. Below the search bar, a message states: 'Search for your commodities/services, then select and "Add". Search again and repeat as necessary. Click "Finished" when done.' A link 'List all commodities/services' is also visible. The search results show '284 Found' and a list of commodities with columns for 'Select All', 'Code', and 'Description'. The list includes items like ABRASIVES, ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES, ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC., AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES, AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS), AGRICULTURAL EQUIPMENT AND IMPLEMENT PARTS, AIR COMPRESSORS AND ACCESSORIES, AIR CONDITIONING, HEATING, AND VENTILATING EQUIPMENT, PARTS AND ACCESSORIES (SEE CLASS 740 ALSO), AIRCRAFT AND AIRPORT EQUIPMENT, PARTS, AND SUPPLIES, and AMUSEMENT, DECORATIONS, ENTERTAINMENT, GIFTS, TOYS, ETC. An 'Add' button is located below the list. At the bottom, there is a 'Continue' button and a 'Cancel' button.

Select All	Code	Description
<input type="checkbox"/>	005	ABRASIVES
<input type="checkbox"/>	010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
<input type="checkbox"/>	015	ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC.
<input type="checkbox"/>	019	AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES
<input type="checkbox"/>	020	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)
<input type="checkbox"/>	022	AGRICULTURAL EQUIPMENT AND IMPLEMENT PARTS
<input type="checkbox"/>	025	AIR COMPRESSORS AND ACCESSORIES
<input type="checkbox"/>	031	AIR CONDITIONING, HEATING, AND VENTILATING EQUIPMENT, PARTS AND ACCESSORIES (SEE CLASS 740 ALSO)
<input type="checkbox"/>	035	AIRCRAFT AND AIRPORT EQUIPMENT, PARTS, AND SUPPLIES
<input type="checkbox"/>	037	AMUSEMENT, DECORATIONS, ENTERTAINMENT, GIFTS, TOYS, ETC.

The City of Fort Smith uses the NIGP commodity code listing. You may search for commodities using the search feature at the top of the page. The vendor may also use the “List All Commodities/Services” link at the top of the page to display all commodities and services. Please note that if this items is selected, any previously selected commodities will be cleared.

Commodities may be selected at the general commodity code level. When departments prepare a bid, they will use the general commodity codes as well as the commodity detail. This will allow vendors to determine if they provide the specific commodity that has been placed for bid.

Once all commodities have been selected, the vendor must click **Continue** to advance to the final step of the VSS registration process.

Step 5: Vendor Registration Review.

On the Review page, the vendor reviews and confirms the information they entered in previous steps. If changes are required for any detail group, the vendor uses the Change option for that group to make the appropriate changes.

During the review process, vendors must complete and attached a W-9 to the vendor record by selecting the **Attach** button to the right of the attachments field.

When all the entered information is correct, the vendor must select the Terms and Conditions check box, acknowledging agreement with your organization's terms and conditions, and then click **Register** to complete the process.

tyler technologies

Home
Vendor Self Service
Bids
Registration

New Vendor Registration

Review Step 6

Please check that the information below is correct. Make changes if necessary, then click on "Register."

General Information [change](#)

Name/DBA Chase Commodities

Entity

Bank Account Type Checking

Terms [change](#)

Discount Percentage 0

Days to Discount 0

Days to Net 0

Address Information [change](#)

Name/DBA	Address	Default
Chase Commodities	One Tyler Drive Yarmouth, ME 04096 Fax:	Y

Additional Fields [change](#)

SHIPPING CHOICE UPS

Accounts Contacts [change](#)

Type	Name	Description	Email	Phone	Text	Fax
GENERAL - General Contacts	Charles Chase		melfring@tylertech.com	207-555-1212		

Commodities [change](#)

Attachments

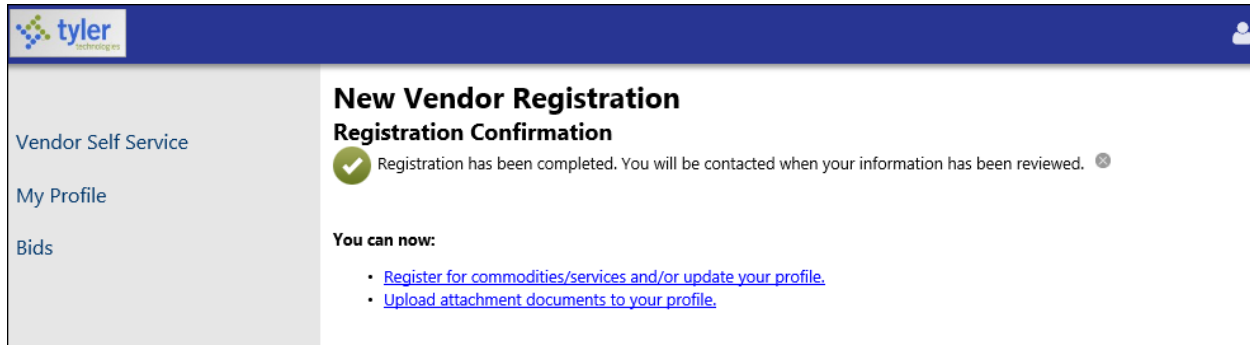
Attachment Type	Description	Required	Attachments
General	Documents are not assigned to a type	(0)	Attach
E-Verify	E-Verify	(0)	Attach

! These are our terms and conditions. You must accept them before you can access VSS. Do you accept the terms and conditions?

☐ I have read and accept the terms & conditions. [Register](#) [Cancel](#)

(Only click Register once and refrain from using your browser's Back or Refresh button.)

Vendor Self Service displays a registration confirmation page that provides the vendor with links to register commodities or update their VSS profile, and to upload attachments to their profile.



Newly registered vendors only have access to the Home, Vendor Self Service, My Profile, and Bids options on the menu.

The City of Fort Smith's Vendor Self Service administrator will grant the vendor access to additional menu options upon vendor approval.

3 VENDOR SELF SERVICE HOME PAGE

The Vendor Self Service home page contains a header and a series of summary information groups.

Welcome to Vendor Self Service

Vendor Self Service

My Profile
1099
Bids
Checks
Invoices
Purchase Orders
Contracts

Profile information

LeTourneau Power Equipment [View profile](#)
123 Main Street
CARIBOU, ME 04736
US

Contacts

Announcements

Welcome to Self Service for Business Vendors

Invoices [Submit invoices](#) [Search invoices](#)

\$452.99
Last invoice: 2/13/2017

\$452.99
Year to date

Recent invoices			Submitted invoices		
Date	Amount	Status	Date	Amount	Status
2/13/2017	\$452.99	Held details			

Checks [Search checks](#)

Check information not found.

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Clicking the login option in the header displays the following menu options:

- My Account – Opens the My Account page containing the vendor's account information.
- Log Out – Logs the vendor out of Vendor Self Service.

Welcome to Vendor Self Service

Vendor Self Service

My Profile
1099

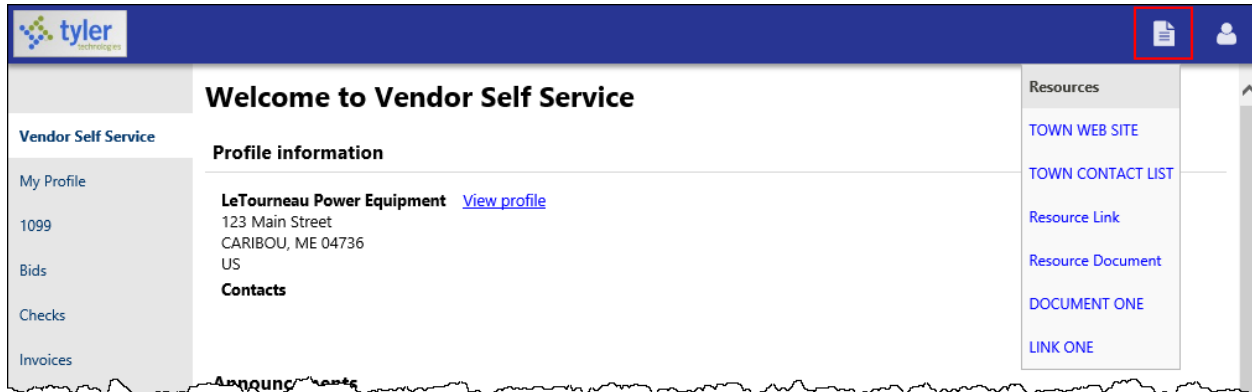
Profile information

LeTourneau Power Equipment [View profile](#)
123 Main Street
CARIBOU, ME 04736

LETOURNEAU POWER EQUIPMENT

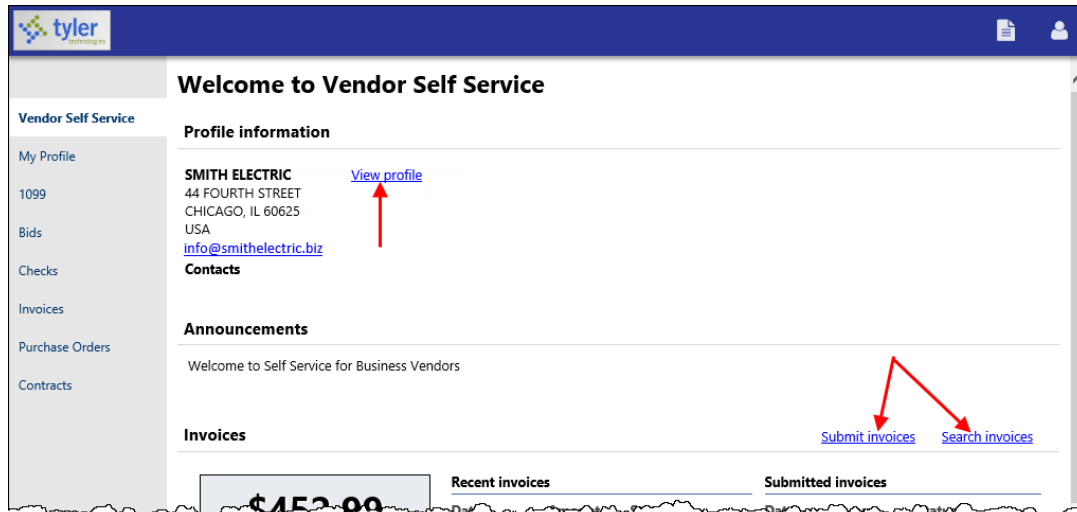
[My Account](#)
[Log Out](#)

The Resources option in the header provides a menu of links or documents provided by the City of Fort Smith.



4 VENDOR NAVIGATION

On the Vendor pages, the headers for the individual information groups that display include options for searching and viewing related information.



Clicking **View Profile** in the Profile Information group or the **My Profile** option in the navigation menu displays the My Profile page. The My Profile page groups profile information by category. By clicking **Change**, a vendor can update the information in that group.

General Information change	
Name/DBA	SMITH ELECTRIC
Entity	
Address	44 FOURTH STREET CHICAGO, IL 60625
Fax Number	
FID	55-7777777
E-Mail	info@smithelectric.biz
Web Site	www.smithel.biz
Vendor Type	EQUI - EQUIPMENT VENDOR
Geographic	
Foreign Entity	No
Is minority business enterprise?	No
MBE Classification(s)	
General No certificates were found for this classification.	
Discount Percentage	0.000%
Days to Discount	0
Days to Net	0
Bank Name	
Bank Account Number	
Bank Account Type	
Gender	

The General Information group contains the vendor's address and contact information, type and foreign entity status, minority business enterprise status and certifications, discount terms and the vendor's banking information.

General Information change	
Name/DBA	SMITH ELECTRIC
Entity	
Address	44 FOURTH STREET CHICAGO, IL 60625
Fax Number	
FID	55-7777777
E-Mail	dan.olson@tylertech.com
Web Site	info@smithelectric.biz
Vendor Type	EQUI - EQUIPMENT VENDOR
Geographic	
Foreign Entity	No
Is minority business enterprise?	No
MBE Classification(s)	
General	No certificates were found for this classification.
Discount Percentage	0.000%
Days to Discount	0
Days to Net	0
Bank Name	
Bank Account Number	
Bank Account Type	
Gender	
Ethnicity	

The Address Information group displays the vendor's remittance address and contact information, while the Address Contacts group lists the vendor's contact persons and information.

Address Information					
change					
Name/DBA	Address				Is Default
Address Contacts					
change					
Type	Name	Title	Email	Phone	Fax
ACCOUNTS PAYABLE	Susan Agouris	Accounting Office	info@mithelectric.biz	312-555-1212	

The Additional Fields group identifies the vendor's shipping preferences. Clicking **Change** allows the vendor to update this information.

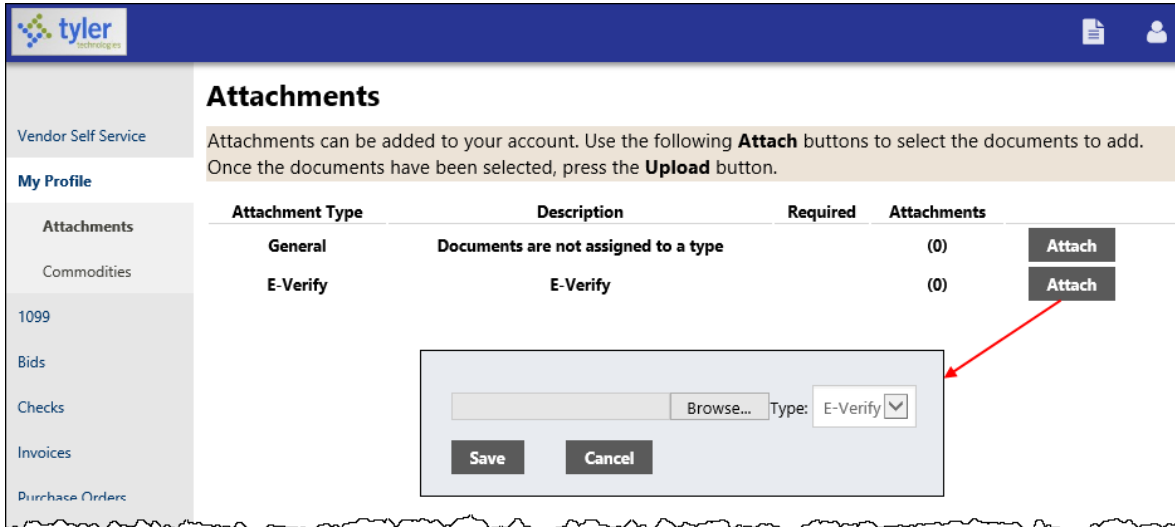
Additional Fields	
change	
SHIPPING CHOICE	USPS

The Current Vendor Commodities group contains a list of commodity codes associated with the vendor. Vendors remove commodities from the list by clicking the **Remove** link. The **Add** option allows vendor to add commodities to the list.

Commodities		
add		
Code	Description	
206	COMPUTER HARDWARE AND PERIPHERALS FOR MINI AND MAIN FRAME COMPUTERS	Remove
28525	Current Collection Equipment and Accessories, Electrical	Remove
28726	Circuit Cards	Remove
28782	Transmitters, Emergency Alarm Type (To incl. Equipment Operation Status Reporting)	Remove

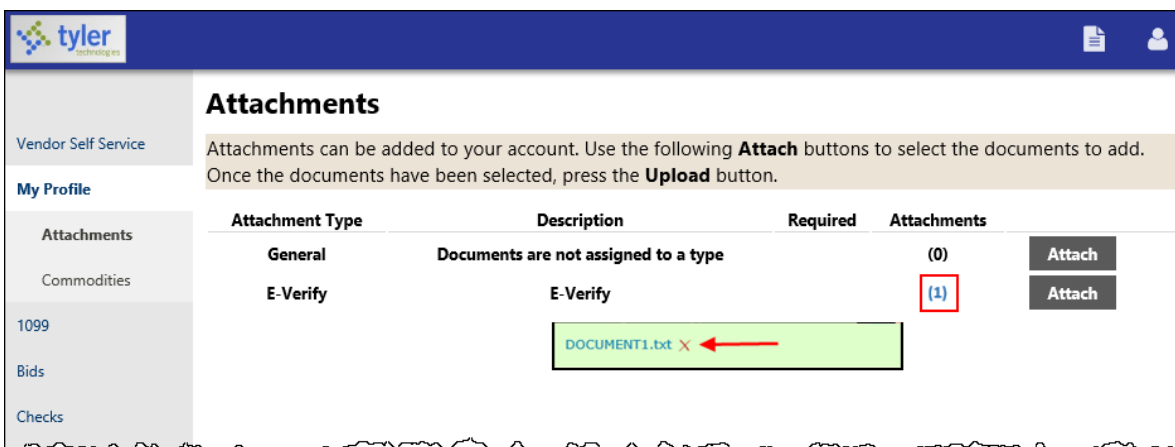
4.1.1 Attachments

A vendor adds attachments to their profile by clicking **Attachments** on the menu. The Attachments option is only available when the vendor is viewing their My Profile page.



Attachments are added by clicking the **Attach** button on the Attachments page, which allows the vendor to navigate to a file or document to upload. The Attachments column indicates the number of documents attached for the attachment types. Vendors can attach an unlimited number of files.

To remove an attachment, the vendor clicks the number of attachments indicator. On the attachments list, clicking the **Delete** button removes the attachment.



The vendor cannot maintain their attachments in VSS once they have been uploaded. Should a vendor need to manage changes to their attachments, they must contact the City of Fort Smith Accounts Payable department.

4.1.2 Commodities

Clicking **Commodities** on the navigation menu displays the Vendor Commodities page.

Vendor Commodities

Search for your commodities/services, then select and "Add". Search again and repeat as necessary. Click "Finished" when done.

Keyword(s) or commodity code (first 3 or more digits)

[List all commodities/services](#)

904 Found [1-10](#) | [11-20](#) | [21-30](#) | [31-40](#) | [41-50](#) | [51-60](#) | [Next](#)

[Select All](#)

Code	Description
<input type="checkbox"/> 005	ABRASIVES
<input type="checkbox"/> 010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
<input type="checkbox"/> 015	ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC.
<input type="checkbox"/> 019	AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES
<input type="checkbox"/> 01924	Buckwheat
<input type="checkbox"/> 01950	Hops
<input type="checkbox"/> 01962	Pumpkins
<input type="checkbox"/> 01967	Rye
<input type="checkbox"/> 01972	Sorghum
<input type="checkbox"/> 020	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)

Currently Added
There are no commodities to display for this vendor.

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Vendors use the **Search** box to search for commodities by code or keyword. Alternatively, clicking **List All Commodities/Services** displays all commodity codes in the City of Fort Smith's database. VSS displays the number of codes found during a search and updates the commodity table.

Vendors can view commodities by group using the numbered group selections, or they can identify specific commodities by selecting individual check boxes. If a vendor selects an individual check box within a numbered group selection, VSS saves the value of each check box when the vendor navigates between the groups of commodity codes.

Commodities

904 Found [1-10](#) | [11-20](#) | [21-30](#) | [31-40](#) | [41-50](#) | [51-60](#) | [Next](#)

[Select All](#)

Code	Description
<input type="checkbox"/> 005	ABRASIVES
<input type="checkbox"/> 010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
<input type="checkbox"/> 015	ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC.
<input type="checkbox"/> 019	AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES

After identifying the applicable commodity codes, clicking **Add** causes VSS to add all of the selected commodity codes to the vendor's profile and updates the Currently Added list. Clicking **Remove** removes the commodity from the group. When vendors complete the commodity code update, they click **Finished** to save the changes and return to the My Profile page, where the Current Vendor Commodities group provides the full list of their associated commodity codes.

4.1.3 1099

The 1099 page displays a listing of the vendor's 1099 data for a selected year. The data includes the 1099 box code, a description of the code type, and the 1099 amount.

The screenshot displays two overlapping screenshots of the Tyler Technologies Vendor Self Service interface. The top screenshot shows the 'Vendor 1099 Information' page. The bottom screenshot shows the 'Vendor 1099 Invoice Detail' page, which is accessed by clicking on a box code 'F' in the top screenshot.

Vendor 1099 Information

Year: 2016

Selected 1099 Data

Code	Description	Amount
F	FED INC TA	\$3,555.00

Vendor 1099 Invoice Detail

[Return to 1099](#)

Box: F

Year: 2016

Amount: \$3,555.00

Description: FED INC TA

1099 Invoice Detail

AP Invoice	AP Check#	AP Check Date	AP Amount
5926	653327	09/14/2016	\$450.00
5928	6533287	10/17/2016	\$945.00
5930	6533288	11/08/2016	\$1,080.00
5931	6533288	11/18/2016	\$1,230.00

Clicking a code type provides the Vendor 1099 Invoice Detail page. This page displays the general 1099 information, as well as a listing of 1099 invoice details, if they exist for the selected box code. Clicking **Return to 1099** returns the vendor to the Vendor 1099 Information page.

4.1.4 Bids

Bids provides a list of bids available to the vendor. Bids opens to the Bid search page, which allows vendors to search for bids using the bid number, bid description, or bid status.

Bids

[Vendor Self Service](#) | [Return to My Bids](#)

Bid Number (other search criteria will be ignored)

Bid Description

Bid Status ☐ Open bids only

Search **Clear**

Search results include all bids that match the entered criteria.

Bids

Search Results [RSS](#)

[Vendor Self Service](#) | [Modify Search](#) | [New Search](#)

All times reflect (UTC-05:00) Eastern Time (US & Canada)

4 Found 1-4

Bid Number	Description	Proposals Due By	Bid Opening	Status	
100045	Office Equipment	03/10/17 04:00 PM	03/15/17 01:00 PM	Accepting Proposals	Details
100046	Hazardous material handling supplies	03/10/17 02:00 PM	03/13/17 01:00 PM	Accepting Proposals	Details
100048	Light fixtures	03/09/17 12:00 AM	03/16/17 12:00 AM	Accepting Proposals	Details
100049	Hydraulic supplies & oil	03/13/17 12:00 AM	03/14/17 09:00 AM	Accepting Proposals	Details

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The RSS link allows vendors to subscribe to an RSS feed that is updated when the City of Fort Smith enters or updates bid records.

Bids

Search Results

Vendor Self Service | [Modify Search](#) | [New Search](#)

All times reflect (UTC-05:00) Eastern Time (US & Canada)

4 Found 1-4

Bid Number	Description	Proposals Due By	Bid Opening	Status	
100045	Office Equipment	03/10/17 04:00 PM	03/15/17 01:00 PM	Accepting Proposals	Details
100046	Hazardous material handling supplies	03/10/17 02:00 PM	03/13/17 01:00 PM	Accepting Proposals	Details

Vendor Bids

You are viewing a feed that contains frequently updated content. When you subscribe to a feed, it is added to the Common Feed List. Updated information from the feed is automatically downloaded to your computer and can be viewed in Internet Explorer and other programs. [Learn more about feeds.](#)

[Subscribe to this feed](#)

Office Equipment

Today, March 8, 2017, 10:56:13 AM →

Bid number: 100045 Bidding starts: 3/15/2017 1:00:00 PM Bidding ends: 3/10/2017 4:00:00 PM

Hazardous material handling supplies

Today, March 8, 2017, 10:56:13 AM →

Bid number: 100046 Bidding starts: 3/13/2017 1:00:00 PM Bidding ends: 3/10/2017 2:00:00 PM

Displaying 4 / 4

Sort by: All 4

Filter by category: Bid 4

The Details option for a bid displays the Request for Bids page. The information provided varies according to the current status of the bid. Generally, the Information, Addenda, Items, and Evaluations tabs are available.

Bids

Search Results

Vendor Self Service | [Modify Search](#) | [New Search](#)

All times reflect (UTC-05:00) Eastern Time (US & Canada)

4 Found 1-4

Bid Number	Description	Proposals Due By	Bid Opening	Status	
100045	Office Equipment	03/10/17 04:00 PM	03/15/17 01:00 PM	Accepting Proposals	Details
100046	Hazardous material handling supplies	03/10/17 02:00 PM	03/13/17 01:00 PM	Accepting Proposals	Details

Request for Bids

Status: Open

[Return to Search Results](#) [Create Proposal](#)

Information | Events | Addenda | Items | Evaluations

Bid Number 100045

Description Office Equipment

Proposals due by 03/10/2017 04:00 PM (UTC-05:00) Eastern Time (US & Canada)

Bid opening date 03/15/2017 01:00 PM (UTC-05:00) Eastern Time (US & Canada)

Approximate award date 03/20/2017 01:00 PM (UTC-05:00) Eastern Time (US & Canada)

For open bids, the Create Proposal option allows the vendor to submit a proposal for the selected bid request.

The Create Proposal procedure is a four-step procedure that guides the vendor through bid response and submittal.

View Proposal

Step 1 2 3 4

[Vendor Self Service](#) | [Return to Search Results](#)

Vendor Bid ID to help you reference your bid (optional)

Supplies for cleanup of hazardous materials (All items require responses)

Commodity: 10067
STEEL BARRELS, DRUMS, AND KEGS

Attachment	Manufacturer/Part Number	Quantity	UOM	Unit Price
(0)	Spaxwell Products <input type="button" value="Propose Substitute"/>	25.00	EACH	\$ 0.00

Commodity: 10031
HAZARDOUS MATERIAL CONTAINMENT/STORAGE (PETROLEUM)

Attachment	Manufacturer/Part Number	Quantity	UOM	Unit Price
(0)	Spaxwell Products <input type="button" value="Propose Substitute"/>	5.00	EACH	\$ 0.00

Group Total: \$ 0.00

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Items listed on a bid display the manufacturer and/or part number if the bid invitation created was configured to include this information.

If the City enabled the Substitute option on the bid, the vendor can propose a substitute item and a note justifying the proposed substitute item.

Attachment **Manufacturer/Part Number** **Quantity** **UOM** **Unit Price**

(0) Spaxwell Products 5.00 EACH \$ 0.00

Propose Substitute

Select primary bid and/or propose multiple(s)
Propose additional items for consideration. Designate the 'primary' response which will be used when calculating total bid proposal amount.

Primary	Manufacturer	Part Number	Acceptable	Unit Price
---------	--------------	-------------	------------	------------

Propose substitute
If unable to propose pricing for above specifications, propose a substitute manufacturer and part number to be considered for awarding.

Primary **Manufacturer** **Part Number** **Unit Price**

☐ Enter manufacturer Enter part number \$ 0.00

Reason for substitute

Close

The **Continue** option moves the vendor through the steps required to complete the proposal. The Save for Later option saves the in-process bid for completion at a later time.

Vendors add attachments to their bid quotes by selecting an attachment type and using the **Browse** button to select the file to attach.

tyler technologies

Vendor Self Service

My Profile

1099

Bids

Checks

Invoices

Purchase Orders

Bid Attachments

Step 1 2 3 4

[Vendor Self Service](#) | [Return to My Bids](#)

Attachment Type	Description	Required	Attachments
PDF	Certifications	✓	(0)

Attach

Back Save for Later Continue

Browse... Type: PDF

tyler technologies

Vendor Self Service

My Profile

1099

Bids

Checks

Invoices

Purchase Orders

Contracts

Bid Verification

Step 1 2 3 4

[Vendor Self Service](#) | [Return to My Bids](#)

Proposal Status: New

Information Items Evaluations Attachments

[Modify](#)

Attachment Type	Description	Required	Attachments
PDF	Certifications	✓	(1)

Save for Later Submit Bid Cancel

Acceptable attachment types are defined in the Munis Bid Attachment Types program.

4.1.5 Checks

The Checks group provides a list of checks recently issued to the vendor.

\$2,460.00

Last check: 11/14/2013

\$0.00

Year to date

Recent checks

Date	Number	Amount	
11/14/2013	#6533288	\$2,460.00	details
11/14/2013	#6533287	\$1,845.00	details

Using the Search Checks option, vendors can find additional check details using the invoice number, date or amount ranges, and status search criteria.

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Vendor Self Service

My Profile

1099

Bids

Checks

Invoices

Purchase Orders

Contracts

Vendor Check Search

Date (mm/dd/yyyy)

Check date

or

Check date(s) from

to

Amount

Check amount

or

Amount(s) more than

but less than

Number

Check number

or

Check number(s) from

to

Status

Any Status

▼

Search

Clear

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Search Results for checks provides the check date, amount, check number, and status. Use the View option of an individual check to view additional details.

4.1.6 Invoices

The Invoices group provides vendor details for recent and submitted invoices. Vendors are only able to view invoices that are associated with their vendor ID.

Invoices

[Submit invoices](#)
[Search invoices](#)

\$452.99

Last invoice: 2/13/2017

\$452.99

Year to date

Recent invoices

Date	Amount	Status	
2/13/2017	\$452.99	Held	details

Submitted invoices

Date	Amount	Status
------	--------	--------

The Search Invoices page allows searches by invoice number, date or amount ranges, and status.

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Vendor Self Service

My Profile

1099

Bids

Checks

Invoices

Purchase Orders

Contracts

Vendor AP Invoice Search

Invoice number

(other search criteria will be ignored)

Date

Invoice date

or

Invoice date(s) from

to

Amount

Invoice Amount

or

Amount(s) more than

but less than

Status

Any Status ▼

Search

Clear

The Search Results page provides the invoice date, amount, invoice number, and status. When the vendor clicks **Details**, VSS provides the Invoice Detail page, which includes additional information sorted by Vendor, Invoice, and Invoice Totals groups.

Invoices

Search Results
[Modify Search](#) | [New Search](#)

4 Found

Invoice Date	Amount	Invoice Number	Status	View
3/9/2017	\$652.00	5998	In Review	View
3/9/2017	\$110.00	5999	Held	View
				View
				View

[Return to previous view](#)

Invoice Detail

Invoice Detail for Invoice: 5998

Vendor Information

Vendor ID: 1131
 Vendor Name: SMITH ELECTRIC
 Vendor Address: 44 FOURTH STREET
 CHICAGO, IL 60625

Invoice Information

Status: Unpaid
 Invoice Number: 5998
 PO Number:
 Invoice Date: 3/9/2017
 Check Date:
 Check Number: 0
 Voucher Number: 226
 Invoice Description: Service entry and mounting kit

Invoice Totals

Gross Amount: \$652.00
 Non Taxable: \$652.00
Net Amount: \$652.00

The Submit Invoices option allows vendors to submit invoices to your organization directly from VSS.

Invoices

[Submit invoices](#) [Search invoices](#)

\$652.00
 Last invoice: 3/9/2017

\$1,045.69
 Year to date

Recent invoices

Date	Amount	Status	details
3/9/2017	\$652.00	Held	details
3/9/2017	\$110.00	Held	details
3/9/2017	\$87.59	Held	details
3/9/2017	\$196.10	Held	details

Submitted invoices

Date	Amount	Status
------	--------	--------

4.1.7 Purchase Orders

Purchase Orders provides a list of recent purchase orders issued to the vendor.

The initial **Search Purchase Orders** page allows vendors to search by purchase order number, date, or a purchase order total range.

Search results include the purchase order number, contract number (if applicable), status, date orders, and total. The View option provides additional details for a specific purchase order.

Purchase Order Search Results

Search Results
[Modify Search](#) | [New Search](#)

5 Found

PO Number	Contract Number	Status	Date Ordered	PO Total	View
20100015		Open	3/9/2017	\$288.00	View

Purchase Order Detail

[Return to previous view](#)

Purchase Order Detail
PO #: 20100015 **FY2017**

Vendor
 SMITH ELECTRIC
 44 FOURTH STREET
 CHICAGO, IL 60625

Bill To
 3202 EAST 42ND STREET
 FALMOUTH, ME 04105

Ship To
 3202 EAST 42ND STREET
 FALMOUTH, ME 04105

Phone Numbers
 Tel# 312-555-1212
 Fax#

Reference
 Contract:
 Requisition: 20100050

Date Ordered	Vendor Number	Date Required	Shipping/Terms	Department/Location
3/9/2017	1131			CENTRAL OFFICE

Line	Description	Unit	Qty	Unit Price	Net Price
1	Fluorescent tubes, 48"	EACH	60.00	\$4.80	\$288.00
Open Amount					\$288.00
Purchase Order Total					\$288.00

4.1.8 Contracts

Contracts provides contracts the vendor currently holds with the City of Fort Smith. The initial **Search Contracts** page allows vendors to search by a range of contract numbers or years.

Search results include the contract start date, number, and amount. The Details option displays the Contract Detail page for the selected contract.

Search Results [New Search](#) [Modify Search](#)

1 Found 1-1

Start Date	Number	Description	Revised Amount	details
	200800079	Wiring street lights	\$22,575.00	

Contract Detail [Return to previous view](#)

Attachments: (0)

Contract number	200800079			
Description	Wiring street lights, Brubaker Street			
Year	2017			
Estimated start date				
Original amount	\$22,575.00			
Revised amount	\$22,575.00			
Paid amount	\$0.00			
Available amount	\$22,575.00			
Retained to date	\$0.00			
Liquidated damages	\$0.00			
Released retainage	\$0.00			
Description	Contracted Quantity	Ordered Quantity	Unit of Measure	Unit Price
Street lamps	15.00	15.00	EACH	\$1,500.00
Conduit (1.5")	75.00	75.00	FEET	\$1.00

Appendix A—Managing Minority Business Enterprise Certificates

Vendors can manage their minority business enterprise (MBE) certifications in Vendor Self Service.

To maintain MBE certifications, vendors use the Change option on the My Profile page.

The top screenshot shows the 'My Profile' page with the 'General Information' tab selected. A red box highlights the 'change' link next to the 'General Information' header. The bottom screenshot shows the 'General Information and Terms: Make Changes' page. It includes fields for Company Name (SMITH ELECTRIC), Address (44 FOURTH STREET, CHICAGO, IL 60625), and a section for 'Doing business as (if different from above)' with a 'Foreign Entity' checkbox. The left sidebar lists various navigation options like Attachments, Commodities, 1099, Bids, Checks, Invoices, Purchase Orders, and Contracts.

The Minority Business Entity (MBE) section contains the check boxes that indicate if the vendor is a minority business enterprise, and if so, which classifications the vendor possesses. The available classifications are defined by your organization using the Accounts Payable Miscellaneous Codes program in Munis.

The screenshot shows the 'Minority Business Entity (MBE)' section. It includes a checkbox for 'Is Minority Business Enterprise'. Below this, there is a list of 'MBE Classifications (select all that apply)': 123 MBE CODE, AFRICAN AMERICAN OWNED, DISADVANTAGED BUSINESS, General (checked), HISPANIC OWNED, and WOMAN OWNED. To the right of the 'General' checkbox, it says '0 certifications' and has a 'manage' link. At the bottom, there are dropdown menus for 'Gender' and 'Ethnicity'.

The Manage option for each classification allows a vendor to maintain the classification using the Manage MBE Classification Certificates page.

My Profile
Manage MBE Classification Certificates [Return to General Profile](#)

Selected MBE Classification

Serial ID 0

Description General

[Add new certificate](#)

Existing Certificates

Agency	Issue Date	Expire Date	Status
Agency 001	5/6/2014	12/31/2018	New edit remove

Changes Complete **Cancel All**

Clicking **Add New Certificate** refreshes the page to include the Certificate Details section. For new certificates, the vendor must complete the Agency, Issue Date, and Expiration Date fields.

My Profile
General Information and Terms: Make Changes

Selected MBE Classification

Serial ID 0

Description General

[Add new certificate](#)

Existing Certificates

Agency	Issue Date	Expire Date	Status
Agency 001	5/6/2014	12/31/2018	New edit remove

Certificate Details

Agency *
 (300 character limit)

Issue Date *

Expiration Date *

Notes
 (300 character limit)

Done **Cancel**

When the vendor has finished entering data in the boxes, clicking **Done** saves the entry and displays the Make Changes page.

My Profile
General Information and Terms: Make Changes

NOTE: This new Certificate is now set for adding to your MBE Classification. This change will **NOT** be saved until your entire Profile is saved. When finished modifying your certificate(s), click "Changes Complete" to hold these changes and return to the Profile editing page, or click "Cancel All" to cancel the certificates changes. **Also note** that if you undo pending changes on an existing certificate before you save your new certificates, the new certificates will be lost.

Selected MBE Classification

Serial ID	0
Description	General

[Add new certificate](#)

Existing Certificates

Agency	Issue Date	Expire Date	Status
Agency 001	5/6/2014	12/31/2018	New edit remove
Agency 002	10/26/2016	12/31/2017	New edit remove

Changes Complete **Cancel All**

The Make Changes page includes message indicating that the new certificate is ready to be added to the vendor's profile, but that the information will not be saved until the vendor's entire profile is saved.

After entering, editing, or removing certificates for a classification, the vendor clicks **Changes Complete** to save the certificate entries or **Cancel All** to discard all of the certificate information. Clicking **Changes Complete** returns the vendor to the Make Changes page, where the Minority Business Entity section displays the updated certification count.

On the My Profile–Make Changes page, the vendor must click **Update** to permanently update their profile with the certificate information.

My Profile
General Information and Terms: Make Changes

***Company Name** SMITH ELECTRIC

(line 2)

(line 3)

(line 4)

Doing business as (if different from above)

☐ Foreign Entity

***Address** 44 FOURTH STREET

Bank Account Number

Bank Account Type ☒ Checking

Update **Cancel**

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